MONTHLY CERS REPORT (PR-STW-1)

JUNE 1999

VERSION (3.0)

MONTHLY CERS REPORT

DESCRIPTION

The *Monthly CERS Report* provides a printed listing and/or a magnetic media file of payroll retirement contributions for a given period. The magnetic media file must be copied to a diskette and sent to the County Employees Retirement System (CERS). The report prints the following information:

- SSN
- Name
- Gross wages
- Employee amount
- Installment payment
- Employer amount

GENERATING THE MONTHLY CERS REPORT

To Generate a Monthly CERS Report, Select:

B) PAYROLL & PERSONNEL

    F) Retirement & State-Specific

        B) State of Kentucky

            B) CERS Monthly Report

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help
─────────────────────────────────────────────────────────────
───────────────────────── RETIREMENT REPORT SELECTION ───────
Options:    Define   Output   Exit
Define output options

             Pay Period Month/Year:          [01] [1999]

             Use Period Ending Date?         [N]

             Retirement Ded. Code Range:   From [7010]  To  [7010]
             Installment Ded. Code Range:  From [7560]  To  [7560]

             Output Type:        [B]  Mag Media & Standard Report

             Report/Media Sort:  [B]  By Last/First Name

             Telephone:          [               ]

             Path & file name of ASCII magnetic media file:
```

1. Select **Define** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
Pay Period Month/Year	Calendar month (e.g., 01 for January, 02 for February) to report on.
Use Pay Period Ending Date	Enter **Y** to include employee Retirement Contributions for all payrolls with a **Pay Period End Date** within the selected month. Enter **N** to include employee Retirement Contributions for all payrolls with a **check date** within the selected month.
Retirement Ded. Code Range	Accept the default if appropriate. Otherwise, verify the deduction code number range established in the Deduction/Benefit Master Table.
Installment Ded. Code Range	Accept the default if appropriate. Otherwise, verify the deduction code number range established in the Deduction/Benefit Master Table. If none is used, this may be left blank.
Output Type	**M**ag media, **S**tandard report, or **B**oth Standard & Mag.
Report/Media Sort	Enter the desired sort sequence: **A** for employee SSN or **B** for employee name.

3. Press **ESC** to save the report definition.

4. Select **Output** and **Print**, **Spool,** or **Display** the report.

NOTE: *If the report is spooled, a window will appear prompting for the spool file name. Accept the default by pressing Enter.*

5. If **Mag Media** or **Both** is selected the screen will return the path and file name for the Magnetic Media file as "**/fms/munis/spooldir/uuuuyymm.###**", where uuuu is the district's KRS budget unit number, yy is the 2-digit year, mm is the month, and ### is the sequence number. Be sure to note the file name for use when transferring the file.

6. Verify the contents of the printed report before transferring the Magnetic Media file to diskette.

A sample Monthly CERS Report is attached.

TRANSFERRING THE CERS FILE TO A DISKETTE

The *CERS Magnetic Media File* must be transferred to a diskette for submission to the Kentucky Retirement System. See the document titled *Transferring Files from the RS6000 to KDE and Other Agencies (OSA-10)* in the *MUNIS System Administration User Guide*.

```
01/29/1999                     YOUR DISTRICT                      PAGE 1
15:21:09               RETIREMENT CONTRIBUTION REPORT             prkymagm
                           Check Date: 01/1999


                                  Gross      Employee      Inst.     Employer
Soc Sec No   Name                 Wages       Amount      Payment     Amount
-----------------------------------------------------------------------------
111-11-1000  A Z ALLEN            257.83       12.89         .00       21.19
111-11-1001  B Y AMES             225.00       11.25         .00       18.50
111-11-1002  C   BLACK            343.78       17.19         .00       28.26
111-11-1003  D X BROWN            263.55       13.18         .00       21.66
111-11-1004  E W CARTER           229.35       11.47         .00       18.85
111-11-1005  F V COOPER           314.03       15.70         .00       25.81
111-11-1006  G U DAVIDS           248.28       12.41         .00       20.41
111-11-1007  H   DODGE            406.86       20.34         .00       33.44
111-11-1008  I T EASTMAN          296.25       14.81         .00       24.35
111-11-1009  J S EDWARDS          377.71       18.89         .00       31.05
111-11-1010  K R FARMER         1,002.28       50.11         .00       82.39
111-11-1011  L Q FRENCH           290.09       14.50         .00       23.85
111-11-1012  M P GERMAN           318.61       15.93         .00       26.19
111-11-1013  N O GREEN            499.12       24.96         .00       41.03
111-11-1014  O   HAND             619.20       30.96         .00       50.90
111-11-1015  P N HARRIS           484.54       24.23         .00       39.83
111-11-1016  Q M HILL II          338.54       16.93         .00       27.83
111-11-1017  R L HOWARD           381.50       19.08         .00       31.36
111-11-1018  S K HOWE             502.08       25.10         .00       41.27
111-11-1019  T J HUMPHRIES        250.25       12.51         .00       20.57
111-11-1020  U I HYDE             603.45       30.17         .00       49.60
111-11-1021  V   JACKSON          567.41       28.37         .00       46.64
111-11-1022  W H JEFFERSON        479.16       23.96         .00       39.39
111-11-1023  X G JENKINS          296.25       14.81         .00       24.35
111-11-1024  Y F JENNINGS         471.04       23.55         .00       38.72
111-11-1025  Z E JOHNS            731.83       36.59         .00       60.16
111-11-1026  A   JOHNSON          473.75       23.69         .00       38.94
111-11-1027  B D KEENE            514.20       25.71         .00       42.27
111-11-1028  C C KELLER           416.54       20.83         .00       34.24
111-11-1029  D B KELLY            514.20       25.71         .00       42.27
111-11-1030  E A KENNEDY          793.58       39.68         .00       65.23
111-11-1031  F   LAINE            662.66       33.13         .00       54.47
111-11-1032  G Z LANE             468.37       23.42         .00       38.50
111-11-1033  H Y LEE              320.29       16.01         .00       26.33
111-11-1034  I X LEWIS            476.45       23.82         .00       39.16
111-11-1035  J W LONG             350.75       17.54         .00       28.83

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111-11-1300  K V TALBOTT          352.10       17.61         .00       28.94
111-11-1301  L U TANNER           250.25       12.51         .00       20.57
111-11-1302  M   TAYLOR           385.06       19.25         .00       31.65
111-11-1303  N T VICTOR           424.46       21.22         .00       34.89
111-11-1304  O S WEST             250.25       12.51         .00       20.57
111-11-1305  P R WHITE            291.02       14.55         .00       23.92
111-11-1306  Q Q WILLIAMS         429.88       21.49         .00       35.34
111-11-1307  R P YOUNG            338.54       16.93         .00       27.83
111-11-1308  S O ZIMMERMAN        250.25       12.51         .00       20.57
                                 -----------------------------------------------
Employee Count: 0092    TOTALS:  38,361.06    1,918.04       .00     3,153.28



                       *** END OF REPORT ***
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